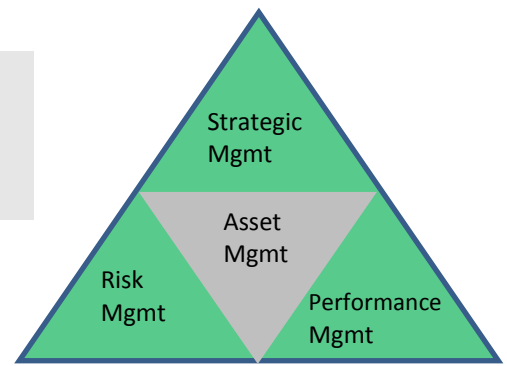


# Annual Report January 2014

*The mission of the Asset Management Section is to ensure that the Agency's infrastructure meets or exceeds the desired customer service level, in the most cost effective manner through the timely management of assets for present and future customers.*



## HIGHLIGHTS OF THE YEAR

- Formal Asset Management (AM) Section created within Program Development Division (PDD). AM Manager, Chad Allen was hired on September 23, 2013.
- Provided AM Presentation entitled “Building Asset Resiliency in Post-Irene Vermont” for FHWA/AASHTO webinar series entitled “Asset Management and Adaptation to Climate Change and Extreme Weather Events “.
- Creation of VTrans’ Transportation Asset Management Plan Work Group (TAMP-WG): December 12, 2013
- Provided several AM presentations including a presentation to Executive Staff on December 16, 2013.
- Conducted 24 interviews with 62 PDD, OPS, F&A and PPAID personnel to develop an understanding of the current VTrans asset management efforts and business processes.
- Attended TriState initiatives related to MATS and Operations; including discussion with NHDOT regarding their TAMP activities.
- Attended MAP-21 Asset Management Finance Plan Workshop in Boston, MA on 10/17/13.

## Key Performance Indicators (KPIs)

In March 2013, PDD established a Quality Doctrine document outlining its quality improvement goals. This document contains specific KPIs that are under consistent evaluation to ensure the design and delivery of quality projects and associated supportive activities. The Asset Management Section has not yet developed specific KPIs to support these quality improvement goals. The mission of the Asset Management Section is targeted at the Agency enterprise level and encompasses the Divisions of PDD, Policy & Planning and Intermodal Development (PPAID), Operations (OPS), and Finance & Administration (F&A). Although the future organizational structure of the AM Section has not yet been determined, it is anticipated that the Section - once established and staffed - will have goals and KPIs to support specific Agency and Divisional performance measures.

## Section Management

The primary management objective for the Asset Management Section is to engage personnel from each Division in the development of the Agency’s transportation asset management plan or TAMP. The TAMP will be a living document that includes a 5 to 10 year plan to fully implement the desired performance functions. The TAMP will be the document which formalizes the Agency’s tactical plan for executing its strategic objectives.

The management of this section is committed and dedicated to ensure the efficient, strategic and systematic process of operating, maintaining, and improving physical assets, with a focus on engineering and economic analysis based upon quality information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair over the lifecycle of VTrans’ assets at the minimum practicable cost.

## PDD – Asset Management

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#### *Unmet Needs*

The development of the Agency's TAMP is one of the most significant unmet needs presently facing the Agency. The TAMP will support the Agency's strategic plan and connect the plan to the personnel whose duties are to execute the tactical operations of the Agency. In other words the process and development of the TAMP is intended to ALIGN Agency staff with the Agency's strategic direction and establish common goals and performance measures.

The definition of the organizational structure of the Asset Management Section is another unmet need. However, it is best to leave this need unfulfilled for the near term. It is recommended that the Agency first develop the content and direction of the TAMP prior to determining what is the most efficient organizational structure to support the goals and objectives of the TAMP.

#### *Goals For Next Year*

- Identify strategies to advance asset management practice.
- Promote partnering with external stakeholders.
- Determine Agency direction, definitions, processes, tools, and templates associated with the implementation of the TAMP.
- Establish a stakeholder Communication Plan with the primary goal of determining the required "Customer Service Levels" for each of the major assets.
- Begin developing and enhancing current performance modeling tools to increase the Agency's ability to conduct scenario forecasting for treatments and trade-off analyses amongst programs (long range goal).
- Initiate the development of an Agency-wide Data Management Plan, including but not limited to, guidelines relative to quality assurance as well as data governance and integration.
- Prepare an outline of a Financial Integration Plan or FIP intended to systematically integrate the Agency's data and financial systems with regards to our fixed assets. The plan is anticipated to develop recommendations to ensure accurate fixed asset information linked to each Agency asset in accordance with GASB-34 guidelines. The FIP will address the development of an Asset Management Portfolio that documents annual asset consumption and relates this consumption back to the minimum funding level required to maintain the Agency's current investment level.
- Document the Agency's Performance Management activities Consider the combination of asset management and performance management from an organizational perspective.
- Identify, map and analyze current (high-level) business processes to determine opportunities for improvement and to map and interconnect the Agency's business processes relating to AM.

#### *Section Statistics*

TAMP Timeline Summary:

Activity Description	Tentative Completion Date
TAMP-WG Mission/Vision/Alignment	01/14/14
Asset Maturity Determination	01/21/14
Identify TAMP Scope / Phases	02/06/14
Agency Self-Assessment & Gap Analysis	03/13/14
Risk Management Exercises	06/12/14
Task Force Development	06/12/14
TAMP submittal to FHWA	01/02/15
FHWA Process Review	04/02/15